Scheduling A Single Split During A Shift

The Schedule module allows for scheduling split shifts for personnel. This manual will explain how to create a single split, such as a member taking several hours of personal leave during the shift.

SCENARIO: Firefighter Papp has requested seven hours of personal leave on January 10, 2013. He plans on leaving at 10:00 and returning to shift at 17:00.

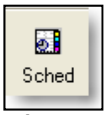


Figure 1

Open the scheduling console by selecting the **Sched** button on the main Firehouse task bar

Scheduling Console
Staff ID
Name
Act Code
Role(s)
Position
Start Time
Hours
All Shift
Normal Shift
Start Date
End Date
End Time
Working Staff on Duty
Station CF1
Unassigned Unit
9999 FIREFIGHTER, A OD 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0235 Nye, Eric UT 57 08:00:00 4 No Yes 12/17/2012 12/17/2012 12:00:00
Unit 101
0479 Bayless, Michael OD 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0223 Black, Bob OD 57 08:00:00 4 No Yes 12/17/2012 12/17/2012 12:00:00
0219 Johnson, Darr OD 55 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0235 Nye, Eric OD 57 12:00:00 20 No No 12/17/2012 12/18/2012 08:00:00
0217 Papp, Michael OD 59 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Unit 111
0223 Black, Bob OD 57 12:00:00 20 No No 12/17/2012 12/18/2012 08:00:00
0201 Harris, John OD 55 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0189 Robinson, Toby OD 59 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0454 Zachary, K C OD 57 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Unit 141
0197 Carico, Brad OD 53 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Station CF2
Unit 102
0460 Gammel, Terry OD 59 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0221 Thorson, Tim OD 57 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0226 Timinsky, Greg OD 55 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Showing Schedule
Filtering...
CFD01
CFD 48/96 Hour Shift
Shifts & Staff Status At
12/17/2012
21:10:06
Now
24hr
Same Shift
Any Shift
Create/Edit Activity
Transfer to Roster
Add Exchange
Extended Leave
Add Personnel
Reassign Staff
Shift Name
Shift Code
C Shift - Day 1 C

Figure 2

When the scheduling console opens, your screen should be similar to the one shown above.

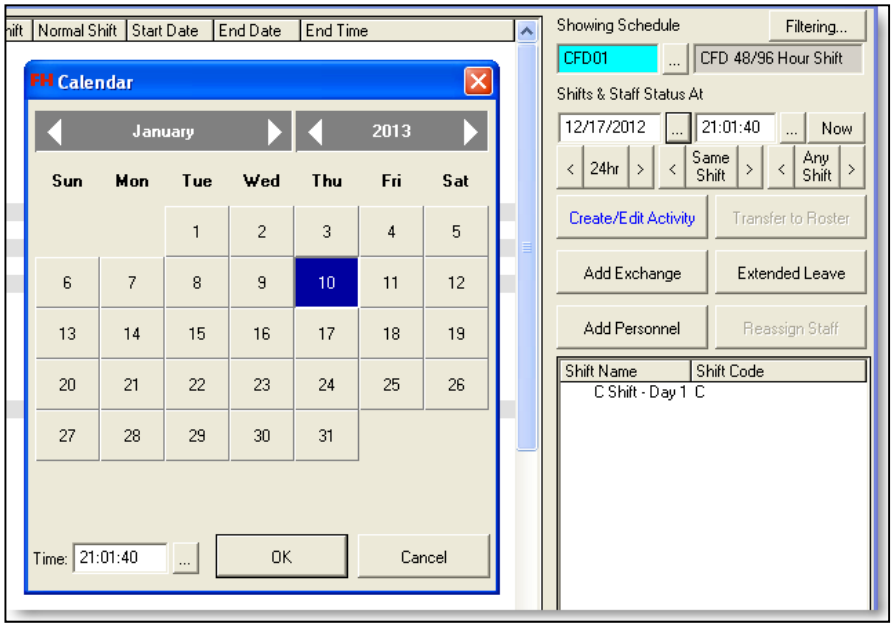


Figure 3

Using the calendar button on **Shifts & Staff Status At**, go to the date where you need to schedule the split shift on.

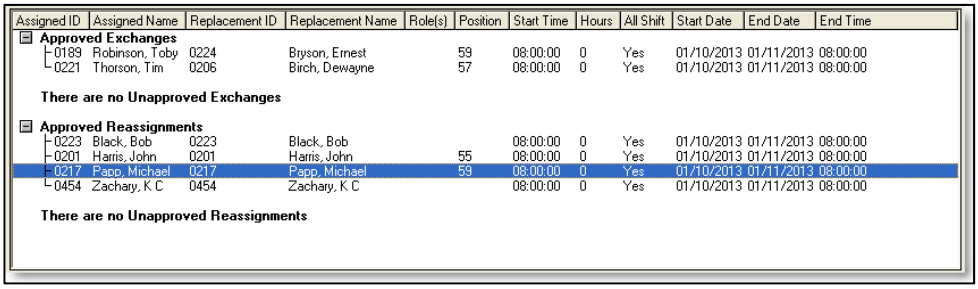

Assigned ID
Assigned Name
Replacement ID
Replacement Name
Role(s)
Position
Start Time
Hours
All Shift
Start Date
End Date
End Time
Approved Exchanges
0189 Robinson, Toby 0224 Bryson, Ernest 59 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0221 Thorson, Tim 0206 Birch, Dewayne 57 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
There are no Unapproved Exchanges
Approved Reassignments
0223 Black, Bob 0223 Black, Bob 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0201 Harris, John 0201 Harris, John 55 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0217 Papp, Michael 0217 Papp, Michael 59 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0454 Zachary, K C 0454 Zachary, K C 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
There are no Unapproved Reassignments

Figure 4

Before creating a new exchange, check in the bottom box to see if there is already an approved exchange for the staff member.

If there is an exchange, double on the exchange and open the record.

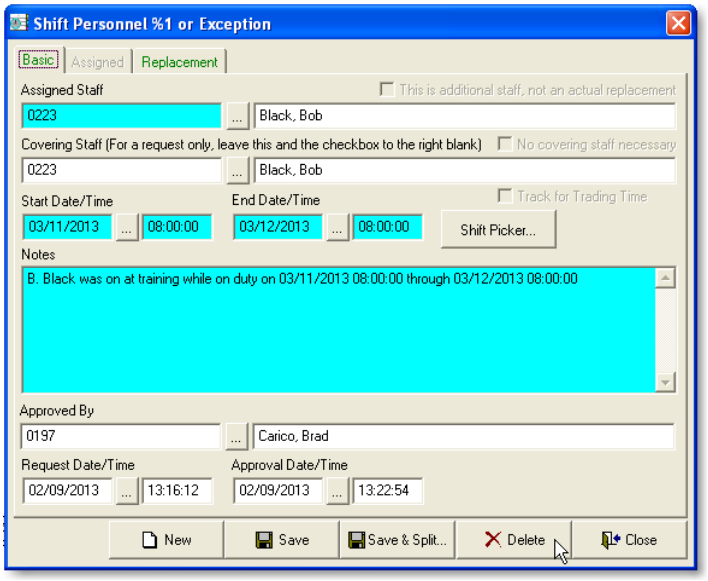


Figure 5

Select the **Delete** button to delete the existing record.

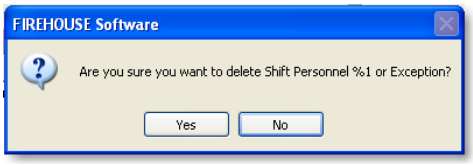


Figure 6

A confirmation screen will open, asking if you are sure you want to delete the exchange. Select the **Yes** button.

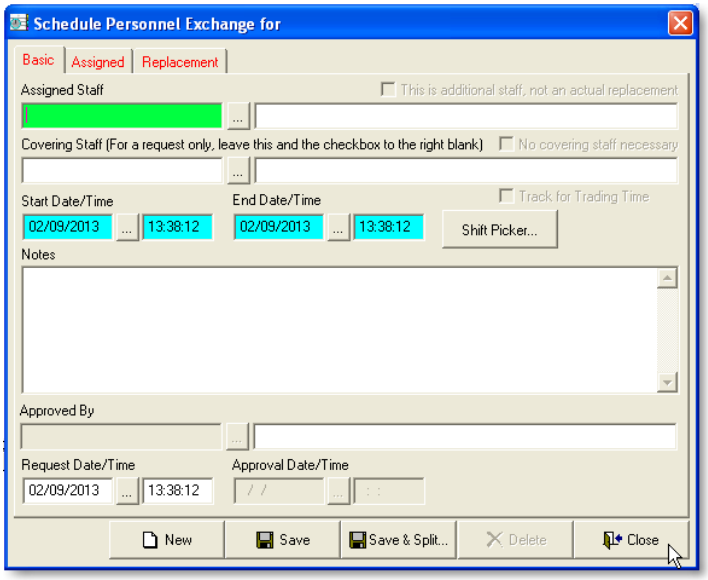


Figure 7

After the record has been deleted, select the **Close** button to continue.

If there are multiple exchanges listed in the bottom box, follow the previous three steps until all exchange records for the staff member have been deleted.

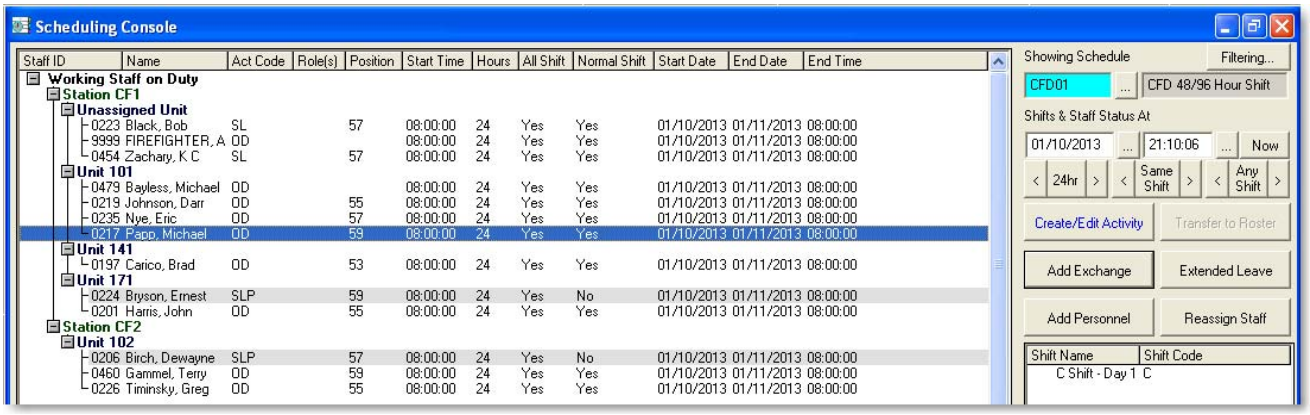

Scheduling Console
Staff ID
Name
Act Code
Role(s)
Position
Start Time
Hours
All Shift
Normal Shift
Start Date
End Date
End Time
Working Staff on Duty
Station CF1
Unassigned Unit
0223 Black, Bob SL 57 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
9999 FIREFIGHTER, A OD 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0454 Zachary, K C SL 57 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Unit 101
0479 Bayless, Michael OD 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0219 Johnson, Darr OD 55 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0235 Nye, Eric OD 57 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0217 Papp, Michael OD 59 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Unit 141
0197 Carico, Brad OD 53 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Unit 171
0224 Bryson, Ernest SLP 59 08:00:00 24 Yes No 01/10/2013 01/11/2013 08:00:00
0201 Harris, John OD 55 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Station CF2
Unit 102
0206 Birch, Dewayne SLP 57 08:00:00 24 Yes No 01/10/2013 01/11/2013 08:00:00
0460 Gammel, Terry OD 59 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0226 Timinsky, Greg OD 55 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Showing Schedule
Filtering...
CFD01
CFD 48/96 Hour Shift
Shifts & Staff Status At
01/10/2013
21:10:06
Now
24hr
Same Shift
Any Shift
Create/Edit Activity
Transfer to Roster
Add Exchange
Extended Leave
Add Personnel
Reassign Staff
Shift Name
Shift Code
C Shift - Day 1 C

Figure 8

Once you are on the correct date, highlight the members name and double clicking with the left mouse button open the **Shift Personnel Reassignment or Addition** screen.

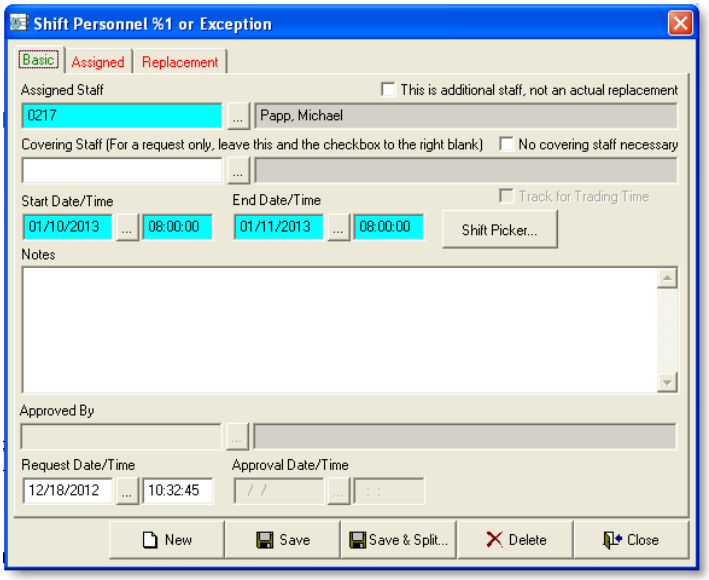


Figure 9

Once the **Shift Personnel Reassignment or Addition** screen opens there are fields on the **Basic** tab that will need to be completed.

Note the **Start Date/Time** and **End Date/Time** are for a 24 hour time period. This will be changed in the next step as you complete the **Basic** tab.

The **Approved By** field will be disabled at this time but later in the process will open and be updated automatically.

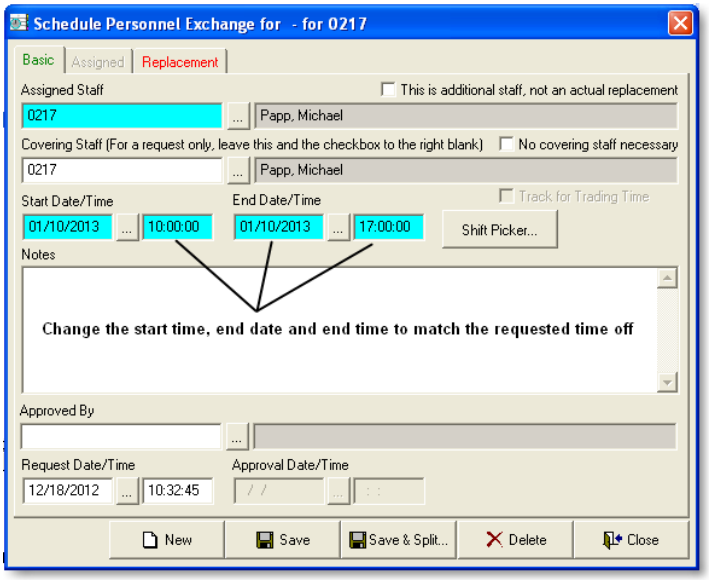


Figure 10

The **Covering Staff** field needs to be entered; in this case the staff ID will be the same as the **Assigned Staff** When the staff ID is entered the **Assigned** tab will be disabled and does not need to be completed.

Next, change the **Start Time** to 10:00.

The **End Date** needs to be changed to match the **Start Date** as the requested time off is on the same day; in our scenario the date needs to be 01/10/2013.

Change the **End Time** to 17:00.

Next select the **Replacement** tab.

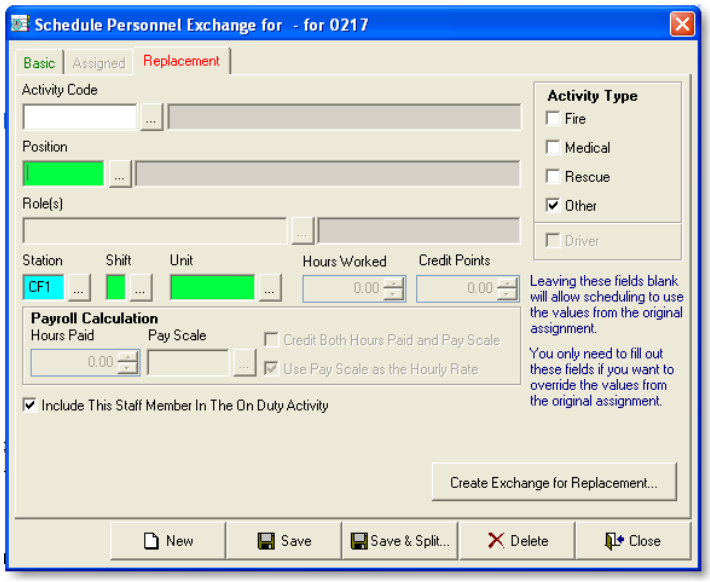


Figure 11

After selecting the **Replacement** tab, you will note there are several fields that are required.

Depending upon the **Activity Code** selected the requirement rules on these fields will become disabled and do not need to be completed.

Fields that are not used have been disabled to keep you from spending time entering unnecessary information.

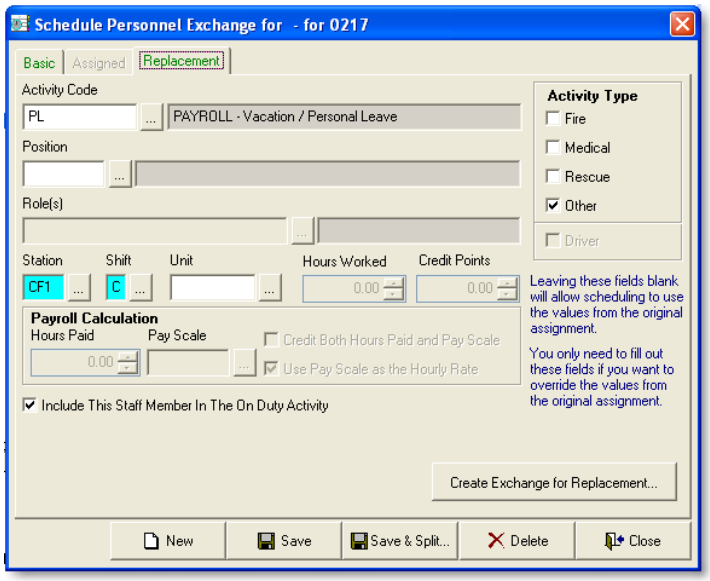


Figure 12

Based on our scenario, the code for personal leave - **PL** was entered in the **Activity Code** field.

Note the **Position** and **Unit** fields are no longer required.

The one remaining field that needs completed is the **Shift** field; once you enter the shift your **Staff ID** and the **Approval Date/Time** fields on the **Basic** tab are updated automatically.

At this point you can **Save** and **Close** the **Shift Personnel Reassignment or Addition** screen.

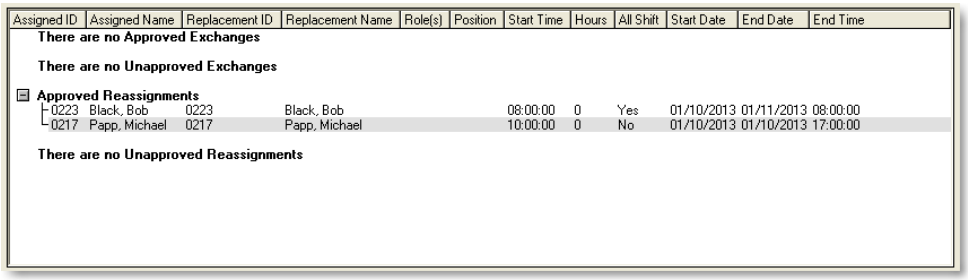
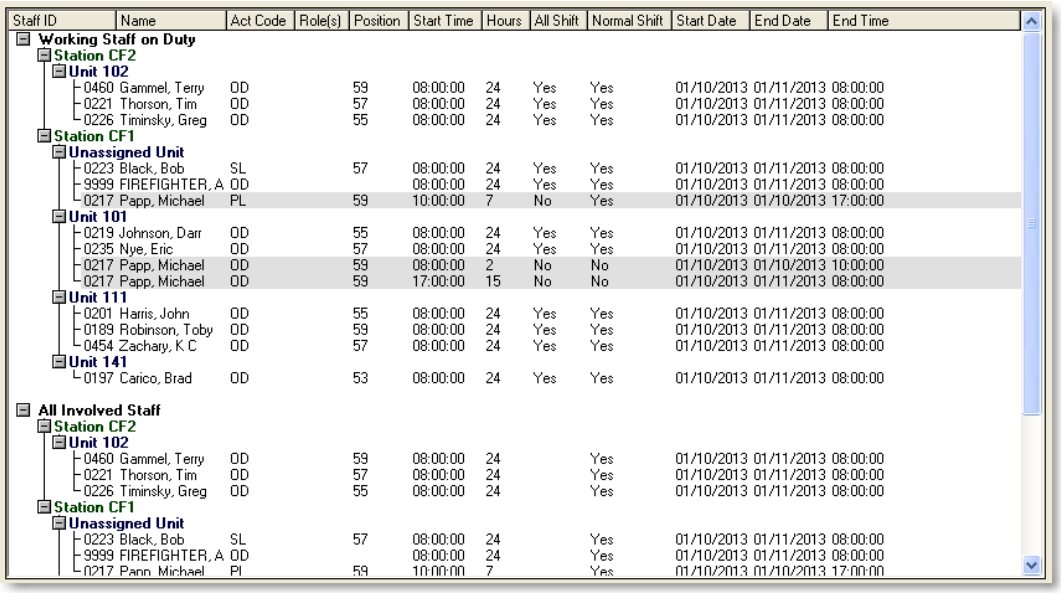


Figure 13

The approved requested time off will appear in the bottom scheduler screen under the **Approved Reassignments** section.



Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date	End Time
Working Staff on Duty											
Station CF2											
Unit 102											
0460	Gammel, Terry	OD		59	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
0221	Thorson, Tim	OD		57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
0226	Timinsky, Greg	OD		55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
Station CF1											
Unassigned Unit											
0223	Black, Bob	SL		57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
9999	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
0217	Papp, Michael	PL		59	10:00:00	7	No	Yes	01/10/2013	01/10/2013	17:00:00
Unit 101											
0219	Johnson, Darr	OD		55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
0235	Nye, Eric	OD		57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
0217	Papp, Michael	OD		59	08:00:00	2	No	No	01/10/2013	01/10/2013	10:00:00
0217	Papp, Michael	OD		59	17:00:00	15	No	No	01/10/2013	01/11/2013	08:00:00
Unit 111											
0201	Harris, John	OD		55	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
0189	Robinson, Toby	OD		59	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
0454	Zachary, K C	OD		57	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
Unit 141											
0197	Carico, Brad	OD		53	08:00:00	24	Yes	Yes	01/10/2013	01/11/2013	08:00:00
All Involved Staff											
Station CF2											
Unit 102											
0460	Gammel, Terry	OD		59	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
0221	Thorson, Tim	OD		57	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
0226	Timinsky, Greg	OD		55	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
Station CF1											
Unassigned Unit											
0223	Black, Bob	SL		57	08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
9999	FIREFIGHTER, A	OD			08:00:00	24		Yes	01/10/2013	01/11/2013	08:00:00
0217	Papp, Michael	PL		59	10:00:00	7		Yes	01/10/2013	01/10/2013	17:00:00

Figure 14

In the **Working Staff on Duty** section, the split entries for the staff members on-duty time will appear under their assigned unit. Their time off will also appear show up under the **Unassigned Unit** section on the top screen of the schedule module.

The entry will list the activity code that was selected for the member when it was entered.